



DEPARTMENT OF THE NAVY
OFFICE OF THE COMPTROLLER
WASHINGTON, D. C. 20350

Ch-1 of 13 Sep 89 incorporated

IN REPLY REFER TO
NAVCOMPTINST 5310.8
NCB-35
81 DEC 1979

NAVCOMPT INSTRUCTION 5310.8

From: Comptroller of the Navy

Subj: Report on personnel distributions by country or other
specific locations

Ref: (a) NAVCOMPTINST 5310.2C of 28 Jul 1975

Encl: (1) DODINST 7730.58 of 16 Aug 1979

1. Purpose. To reissue that portion of DOD Instruction 7730.1 of 14 March 1975 requiring quarterly reports of statistical information on DOD active duty military personnel and civilian employees by country and other specific locations.

2. Cancellation. Reference (a) is cancelled immediately after submission of the reports required therein for 30 September 1979.

3. Action. Quarterly reports in the form of punched cards and hard copy print-out are required as of 31 March, 30 June, 30 September, and 31 December of each year in accordance with enclosure (1).

4. Responsibilities

a. The Commander, Naval Military Personnel Command will report all active duty Navy Military Personnel.

b. The Commandant of the Marine Corps will report all active duty Marine Corps Military Personnel.

c. The Director, Naval Civilian Personnel Command will report all civilian employees of the Department of the Navy.

5. Due dates. Reports will be submitted to the Comptroller of the Navy (Internal Review, Systems and Reports Branch) no later than 40 days following the end of each quarter. The first submission under this instruction will be the report for the quarter ending 31 December 1979 and is due on 10 February 1980.

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6. Report. Symbol DD-POL(Q) 879 (5310) is assigned to this requirement. Extend the reporting requirement contained in this directive until 31 September 1992.


S. D. FROST
Deputy

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NAVCOMPTINST 5310.8

31 DEC 1979

August 16, 1979

NUMBER 7730.58

Department of Defense Instruction ^{ASD(C)}

SUBJECT: Report on Personnel Distributions by Country or Other Specific Locations

- References:
- (a) DoD Instruction 7730.1, "Reports on Personnel Distribution by Country or Other Specific Areas and by Operating Location in the United States," March 14, 1975
 - (b) DIA Publication DIAM 65-18, "Geopolitical Data Elements and Related Features," November 18, 1977^{1/}
 - (c) DoD Handbook 7045.7-H, "DoD FYDP Codes and Definitions Handbook," October 1978, authorized by DoD Instruction 7045.7, October 29, 1969
 - (d) DoD Instruction 7730.18, "Recurring Reports of Civilian Employment and Payrolls," February 7, 1979
 - (e) DoD Manual 5000.12-M, "Manual for Standard Data Elements," authorized by DoD Instruction 5000.12, April 27, 1965

A. REISSUANCE AND PURPOSE

1. This Instruction reissues that portion of reference (a) requiring quarterly reports of statistical information on DoD active duty military personnel and civilian employees by country and other specific locations.

2. The requirements of reference (a) relating to the annual reporting of personnel by operating location in the United States remain in effect.

B. APPLICABILITY AND SCOPE

1. The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components"). Excluded is the National Security Agency.

2. Its provisions encompass the reporting of all active duty military personnel and of civilian employees involved in military functions, including National Guard civilian technicians. Excluded are civilian personnel involved in civil functions, such as cemeterial workers and civil works employees of the Army Corps of Engineers.

3. Separate reports are required for Marine Corps personnel.

^{1/} May be obtained, if needed, from Defense Intelligence Agency, ATTN: Code RDS-3A2C, Washington, D.C. 20301

C. DEFINITIONS

Special terms used in this Instruction are defined in enclosure 1.

D. RESPONSIBILITIES

1. The Director, Washington Headquarters Services, shall:

a. Administer the overall information requirements prescribed in section E., providing policy and technical guidance to all DoD Components;

b. Consolidate the provided information into quarterly reports on the distribution of DoD military and civilian personnel. These reports represent the official statistics for the Department of Defense.

2. The Heads of DoD Components (or their assigned reporting authority) shall:

a. Develop an organizational capability to accurately report actual information;

b. Assure that information requirements prescribed in section E. are met in an accurate and timely manner.

E. INFORMATION REQUIREMENTS

1. Each DoD Component (or their assigned reporting authority) will submit quarterly reports, as of March 31, June 30, September 30, and December 31 of each year, on the numbers of military and civilian personnel in the continental United States (CONUS), Alaska, Hawaii, U.S. Territories and Possessions, foreign countries, and special locations and regional areas (afloat) as defined in enclosure 2.

2. Military personnel will be reported by the Military Departments, with the Department of the Navy submitting separate reports for Navy and Marine Corps personnel. Civilian employees will be reported by each DoD Component or their assigned reporting authority. The Washington Headquarters Services, Directorate for Personnel and Security, shall submit a combined report on civilians employed by the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, and other related Defense activities for which it has reporting responsibility.

3. Submit reports no later than 45 days after the dates cited in 1., above, to:

Directorate for Information Operations and Reports
Washington Headquarters Services
Room 4B938, The Pentagon
Washington, D.C. 20301

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4. Reporting requirements prescribed here are assigned Reports Control Symbol DD-COMP(Q)879.

5. Total military personnel strength by service and by country, which does not reveal distribution of strength by grade, occupational specialty, unit, organization, or specific location within a country is unclassified information. Information received and reported under this Instruction will be unclassified unless specific notification to the contrary has been received and approved.

F. PROCEDURES

1. Submit automated data in the form of EAM cards (punched cards) for this report along with a hard copy report (print-out) of the data. If facilities for producing EAM cards are unavailable, providing data coded on 80 column punched card transcript sheets will be acceptable if requested and approved in advance.

2. The hard copy report format, EAM card (punched card) transcript format, data preparation instructions, and input quality control edit specifications are contained in enclosures 3, 4, 5, and 6, respectively.

3. Prepare one data record for total numbers of military and civilian personnel located in CONUS, Alaska, Hawaii, each U.S. Territory and Possession, each foreign country, and special locations and regional areas (afloat) as defined in enclosure 2.

a. The two letter country codes listed in enclosure 4 to DIAM 65-18 (reference (b)), as supplemented with the special location and regional water area codes listed in enclosure 2, will be used to identify and code each location used in this report.

b. Report the location for personnel in the United States by CONUS, Alaska, and Hawaii. Do not provide a data record for the entire United States.

c. Report personnel in Germany using the following separate and distinct locations:

- (1) Federal Republic of Germany
- (2) West Berlin
- (3) German Democratic Republic
- (4) East Berlin

Do not provide a data record for Germany, Berlin, which includes all four occupied sectors (American, British, French, and Russian).

E.

d. For personnel in Japan, submit a supplemental data record to reflect personnel in Okinawa. This supplemental strength should be included in the data record for Japan.

4. Report military personnel at their current operating location unless modified hereafter. Report the following special categories of active duty military personnel at the locations indicated.

a. Individuals on temporary duty (either TDY or TAD) for less than 30 days at their recorded duty station.

b. Personnel assigned to rotational units where the unit is on temporary duty (either TDY or TAD) for a period that will exceed 30 days at their current operating location.

c. Individuals on temporary duty (either TDY or TAD) for a period that will exceed 30 days at their current operating location, unless compliance would require extensive changes to existing reporting systems and an exception has been requested and approved in advance. (When an exception is approved, the next major change to the reporting system of the involved DoD Component must provide for reporting temporary duty in accordance with this paragraph.)

d. Individuals who are AWOL at their recorded duty station.

e. Patients at their recorded duty station.

f. Military prisoners at their recorded duty station.

g. Military transients in one data record. Transients will include active duty military personnel in travel, proceed, leave enroute, or temporary duty status while on permanent change of station (PCS) orders.

(1) Includes personnel in PCS status between duty stations; awaiting transportation or enroute change of orders; in leave status while on PCS orders which involve a "no cost" move; enroute from overseas or CONUS duty station for separation; or enroute from training to a permanent duty assignment.

(2) For a more detailed breakdown of personnel to be included or excluded, see Program Element 887320 of DoD 7045.7-H (reference (c)).

5. Report Navy and Marine Corps military personnel afloat by country, if in port, or by afloat region as provided in enclosure 2.

6. Report Navy and Marine Corps military personnel assigned to afloat and mobile units, such as aircraft squadrons, construction battalions, and fleet and air command staffs, either as ashore or

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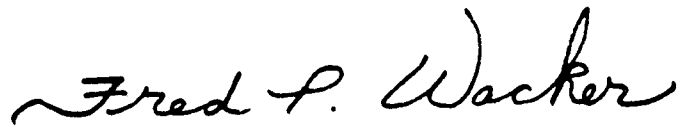
temporarily shore-based at their current operating location if they are temporarily based ashore and their stay will exceed 30 days.

7. A limited number of personnel (less than 0.01% of total personnel) who are located in foreign countries (excluding U.S. Territories and Possessions) may be reported as undistributed if absolutely necessary to compensate for problems associated with generating reports from automated systems.

8. For civilian personnel, report Office of Management and Budget ceiling personnel for direct hire U.S. citizens and foreign nationals, included on line 29 of SF 113-A, Monthly Report of Federal Civilian Employment, in accordance with DoD Instruction 7730.18 (reference (d)). Report indirect hire foreign nationals as reported in the supplement to SF 113-A.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective for reports submitted for December 31, 1979. Forward two copies of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.



Fred P. Wacker
Assistant Secretary of Defense
(Comptroller)

Enclosures - 7

1. Definitions
2. Coding of Special Locations and
Regional Water Areas
3. Hard Copy Report Format
4. EAM Card (Punched Card) Transcript
Format
5. Data Preparation Instructions
6. Input Quality Control Edit
Specifications
7. DoD Component/Combined Component
Codes

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7730.58 (Enc1 1)DEFINITIONS

1. Operating Location. Operating Location is defined as the geographic location where military or civilian employees of the Department of Defense are physically located for the performance of duties.
2. Data Record. One data record contains information on the total number of military and/or civilian personnel at one operating location (either a country, water area, or special location).
3. Military Afloat. Navy and Marine Corps military personnel aboard ship. Also includes Navy and Marine Corps military personnel who are assigned to afloat and mobile units, such as aircraft squadrons, construction battalions, and fleet and air command staffs, and who are aboard ship.
4. Military Temporarily Shore-Based. Navy and Marine Corps military personnel assigned to afloat and mobile units, such as aircraft squadrons, construction battalions, and fleet and air command staffs, and who are temporarily based ashore for a period that will exceed 30 days.
5. Recorded Duty Station. Actual physical location where active duty military personnel perform duty on a permanent basis.

Enclosure (1)

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7730.58 (Encl 2)CODING OF SPECIAL LOCATIONS AND REGIONAL WATER AREAS

- I. The following codes from enclosure (5) to DIAM 65-18 will be used to provide required information on regions of countries:

<u>Code</u>	<u>Region of Country</u>
WB	West Berlin
EB	East Berlin
XG	Okinawa

- II. The following system-oriented supplemental data codes will be used to code special locations required by this Instruction:

<u>Code</u>	<u>Location</u>
02	Alaska
15	Hawaii
97	Continental United States (CONUS)
98	Transients
99	Undistributed (Foreign Countries)

- III. The following regions will be used when reporting afloat personnel by regional areas:

<u>Code</u>	<u>Region *</u>
90	U.S. Territory and Special Locations
91	Western and Southern Europe
92	East Asia and Pacific
93	Africa, Near East and South Asia
94	Western Hemisphere
95	Antarctic Region
96	Eastern Europe

* Regions used for reporting afloat are defined by the countries reported therein. A listing of countries by regional area will be provided the Department of the Navy and, upon request, to other requesters.

HARD COPY REPORT FORMAT

DoD Component: _____

Personnel Distributions by Country and Other Specific Locations
RCS: DD-Comp(Q)879

Report Identifi- cation	Report Date	DoD Com- ponent	Operating Location		Active Duty Military Personnel			Civilians		
			Code	Name	Ashore	Afloat	Tempo- rarily Ashore	Direct Hire		Indirect Hire
								U. S. Citizens	Foreign Nationals	Foreign Nationals

Enclosure (1)

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EAM CARD (PUNCHED CARD) TRANSCRIPT FORMAT

<u>DATA ELEMENT</u>	<u>TYPE DATA*</u>	<u>NO. CHARS.</u>	<u>CARD COLS.</u>
Report Identification	AN	2	1-2
Report Date - Year	N	2	3-4
- Month	N	2	5-6
- Day	N	2	7-8
DoD Component/Combined Components	AN	1	9
Operating Location - Country/Water Area/Special Location	AN	2	10-11
Blank	-	8	12-19
Active Duty Military Personnel			
Military Ashore	N	6	20-25
Military Afloat (for Navy and Marine Corps only)	N	6	26-31
Military Temporarily Shore-Based (for Navy and Marine Corps only)	N	6	32-37
Direct Hire Civilian U.S. Citizens	N	6	38-43
Direct Hire Civilian Foreign Nationals	N	6	44-49
Indirect Hire Civilian Foreign Nationals	N	6	50-55
Blank	-	25	56-80

* A = Alphabetic; N = Numeric; AN = Alphanumeric

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DATA PREPARATION INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>EAM COLS.</u>	<u>INSTRUCTIONS</u> (see notes page 2)
Report Identification	1-2	Enter "M1" (constant).
Report Date		In accordance with DoD 5000.12-M (reference number in parenthesis).
Year	3-4	Enter the two terminal digits of the year (YE-NA).
Month	5-6	Enter 03, 06, 09, or 12 for the last month of the calendar quarter (MO-NA).
Day	7-8	Enter 30 or 31 for the last day of the calendar quarter (DA-NA).
DoD Component/ Combined Components	9	Select code from enclosure 7.
Operating Location-Country/ Water Area/Special Location	10-11	Select country codes from enclosure 4 to DIAM 65-18 (reference (b)). Select codes for special locations and water areas from those indica- ted in enclosure 2.
Blank	12-19	Leave blank.
Active Duty Military Personnel Military Ashore	20-25	Enter the total number of shore-based military personnel at the operating location. Use lead zeros as necessary.
Military Afloat	26-31	For Navy and Marine Corps only. Enter the number of active duty military personnel afloat at the operating location. Use lead zeros as necessary.
Military Temporarily Shore-Based	32-37	For Navy and Marine Corps only. Enter the number of active duty military personnel temporarily shore-based at the operating location. Use lead zeros as necessary.

<u>DATA ELEMENT</u>	<u>EAM COLS.</u>	<u>INSTRUCTIONS</u> (see notes below)
Direct Hire Civilian U.S. Citizens	38-43	Enter the total direct hire civilian U.S. citizens at the operating location. Use lead zeros as necessary.
Direct Hire Civilian Foreign Nationals	44-49	Enter the total direct hire civilian foreign nationals at the operating location. Use lead zeros as necessary.
Indirect Hire Civilian Foreign Nationals	50-55	Enter the total indirect hire civilian foreign nationals at the operating location. Use lead zeros as necessary.
Blank	56-80	Leave blank.

Note 1: Entries for the numbers of military and civilian personnel must be numeric, right justified, and the field must be filled, as necessary, with leading zeros.

Note 2: The data record for transients will have entries in only those fields for Report Identification, Report Date, DoD Component/Combined Components, Operating Location, and Military Ashore. All other fields will be left blank.

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<u>DATA ELEMENTS</u>	<u>EAM COLS.</u>	<u>VALID ENTRIES</u> (see notes page 2)
Report Identification	1-2	Must be M1.
Report Date - Year	3-4	Must be terminal digits for current year.
- Month	5-6	Must be 03, 06, 09, or 12.
- Day	7-8	Must be 30 or 31 for last day of the calendar quarter.
DoD Component/Combined Components	9	Must be from enclosure 7.
Operating Location - Country/ Water Area/Special Location	10-11	Must be from enclosure 4 to DIAM 65-18 (reference (b)) or from enclosure 2.
Blank	12-19	Must be blank.
Active Duty Military Personnel Military Ashore	20-25	Army, Navy, Air Force, and Marine Corps may have blank or entry. (Also see notes 1 and 2, page 2.) Must be blank for all other DoD Components.
Military Afloat	26-31	Navy and Marine Corps may have blank or entry. (Also see note 1, page 2.) Must be blank for all other DoD Components.
Military Temporarily Shore-Based	32-37	Navy and Marine Corps may have blank or entry. (Also see note 1, page 2.) Must be blank for all other DoD Components.
Direct Hire Civilian U.S. Citizens	38-43	May have blank or may have entry for all DoD Components except Marine Corps. (Also see note 1, page 2.)

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<u>DATA ELEMENTS</u>	<u>EAM COLS.</u>	<u>VALID ENTRIES</u> (see notes below)
Direct Hire Civilian Foreign Nationals	44-49	May have blank or may have entry for all DoD Components except Marine Corps. (Also see note 1 below.)
Indirect Hire Civilian Foreign Nationals	50-55	May have blank or may have entry from all DoD Components except Marine Corps. (Also see note 1 below.)
Blank	56-80	Must be blank.

Note 1: Entries for numbers of military and civilian personnel must be numeric, right justified, and the field must be filled with leading zeros. The entry must not contain any imbedded blanks or punctuation.

Note 2: For transients, the data record must be blank except for Report Identification, Report Date, DoD Component/Combined Components, Operating Location, and Military Ashore fields.

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DOD COMPONENT/COMBINED COMPONENT CODES

- I. In accordance with DoD Manual 5000.12-M (reference (e)), Reference Number DE-NM, the following codes will be used for reporting information for the listed DoD Components:

<u>Code</u>	<u>DoD Component</u>
A	Department of the Army
N	Department of the Navy
F	Department of the Air Force
M	United States Marine Corps
K	Defense Communications Agency
R	Defense Contract Audit Agency
L	Defense Intelligence Agency
V	Defense Investigative Service
B	Defense Mapping Agency
H	Defense Nuclear Agency
S	Defense Logistics Agency
U	Defense Audit Service
Z	Department of Defense Dependents Schools
W	Uniform Services University of the Health Sciences

- II. The following system-oriented special data code will be used for reporting total data for the listed combination of DoD Components:

<u>Code</u>	<u>Combined DoD Components</u>
1	OSD, OJCS, and related Defense Activities for which Washington Headquarters Services has been assigned reporting responsibility.